

PURCHASE ORDER
CIVIL SERVICE COMMISSION RO VIII

Agency

Supplier: MOMMY'S DINER

P.O. Number: 2024-03-0022
Date: 11 March 2024

Address: Real, Sagkahan, Tacloban City

TIN No.: 241-870-971-000

Mode of Procurement: SVP

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein: per BAC Resolution No. 2024-03-023 dated 5 March 2024.

Place of Delivery: Civil Service Commission RO VIII,
Government Center, Palo, Leyte

Delivery Term: 12-15 March 2024

Payment Term:
Within fifteen (15) working days upon receipt of the Statement of Account

Date of Delivery:

Item No.	Unit	Item Description	Qty.	Unit Cost	Amount
1	1 Lot	<p>Catering Services for the face-to-face conduct of Supervisory Development Program (SDP) Modules 1 & 2 on March 12-15, 2024 (60 pax per day)</p> <p>Terms and Conditions:</p> <ol style="list-style-type: none"> The caterer and all food handlers shall ensure quality food to be served maintaining high standards of sanitation. In the event that the food served has indication of spoilage, the caterer shall be allowed to make substitution upon approval of the host Division/Field Office. The number of participants for the said training is <u>subject to increase and decrease</u>, which will be the basis of the Concessionaire in the preparation/computation of the final billing. The caterer shall ensure to serve non-powdered drinks and with free-flowing coffee, creamer, sugar, hot and cold water for the whole duration of the training to be ready at 7:00 AM. The caterer shall submit or provide menu including healthy foods such as rice, beef, chicken, pork, seafoods (no cream dory), vegetables, dessert/fruits, fresh fruit juice. 	60	600.00	144,000.00

5. The caterer's quotation to the RFQ shall be inclusive of two (2) Main Course (a selection of Chicken, Fish, and/or Beef/Pork), one (1) side dish (Vegetable or Pasta), one (1) dessert, two (2) snacks (morning and afternoon), and bottomless drinks, per day (all choice of the end-user).
6. Lunch shall be ready for inspection by 11:30 AM, snacks by 9:30 AM and 2:30 PM, respectively.
7. To ensure that all participants are provided with food for lunch, the serving of lunch to participants should be guided by the concessionary waiters/waitresses.
8. The caterer shall schedule a food tasting of food to be served at least a week before the conduct of the event.
9. The caterer shall provide a food buffer (10% based on the actual number of pax for the conduct of said training).
10. All served meals shall be subject for approval by the CSC RO VIII.
11. The caterer shall provide a presentable, with corporate look, tables. Color of the table cloth and arrangement of the venue shall be coordinated by the CSC RO VIII.
12. The waiters/waitresses shall clean the venue every after each day.
13. The concessionaire shall assign at least 3 waiters/waitresses.
14. The CSC RO VIII reserves the right to cancel the delivery of catering services in case of major institutional mandates/changes, calamities, etc. upon formal notice to the Caterer at least two (2) days prior to the activity and that CSC RO VIII has no obligations to pay the caterer.
15. CSC RO VIII reserves the right to substitute / reschedule trainings.
16. The CSC RO VIII shall pay the Concessionaire within fifteen (15) working days after the activity and the billing statement has been received by the Office.

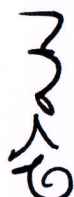
	17. The Concessionaire shall take immediate action on the negative feedback received by CSC RO VIII from participants. Failure to take action despite prior notice will cause the termination of the contract with the CSC RO VIII.			
(Total Amount in Words)	ONE HUNDRED FORTY FOUR THOUSAND PESOS			PHP144,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


JOLINA GABUNDA
 (Signature over printed name of Supplier)


ATTY. MARILYN E. TALDO
 Director IV

Date: 3-11-24

Fund Cluster:
 Funds Available:

102



MARIBETH F. ANDRIANO
 Accountant III

OR/BURS No. _____
 Date of the ORS/BURS: _____
 Amount: _____